Check what is present	Elements to Forming Community Collaboratives	"X" what is missing
	Invite proper/key people to the table; i.e. family members, decision-makers, stakeholders from the very first meeting	
	Hold effective meetings	
	Involve everyone in the meeting	
	Disclose self-Interests	
	Review and reflect purpose, vision and mission	
	Understand purpose, vision and mission	
	Clarify authority within the Collaborative	
	Establish decision-making protocol	
	Form structures and roles	
	Create and follow Bylaws and Memorandum of Agreements	
	Promote and advocate for agreed upon interest and purposes	
	Create venues for communicating and advocating on behalf of children and families	
	Build Successful Alliances	
	Document progress	
	Obtain authority within each organization	
	Secure letters of commitments and Memorandums of Agreement (MOA)	
	Expect conflict – create conflict resolution process	
	Review purpose, vision, mission and desired outcomes regularly	
	Lay out an action plan for the system (training, family involvement, service recruitment and monitoring, cultural competency, Non-Unit Cost Reimbursement funds etc.)	
	Identify work groups, committees or task forces	
	Create accountability standards	
	Build Collaborative work habits	
	Values evaluation – create an evaluation plan	
	Promote adaptability	
	Retire appropriate members	
	Add new members	
	Teach the value of collaboration as the way of business	
	Bring diverse interests together	
	Identify and build leadership	
	Understand the present system	
	Begin to change the system through implementation of plans	
	Understand when you have finished one task and need to move to another	
	Celebrate success	

Check what is present	Challenges that must be faced and addressed by newly forming Collaboratives	"X" what is missing
	Bringing the right people together	
	Enhancing trust among members	
	Confirming purpose, vision and mission	
	Specifying desired results and outcomes	
	Resolving conflicts	
	Organizing the effort	
	Supporting the members	
	Managing the work	
	Creating joint systems	
	Evaluating the results	
	Renewing the efforts along the way	
	Involving the greater community	
	Implementing plans that will change the system	